

Instructions for completing the Child Record Form

1. This form must be completed **before** your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection. **In order for your license to be renewed, this form must be accurately completed before your Licensing Specialist arrives for your Announced Inspection.** If this form is accurately completed, it will lessen the number of child files that need to be reviewed during your inspection.
2. Complete one form for each classroom or group of children in your program. If multiple pages are needed to include all of the children in a classroom/group, use multiple pages and staple the pages for each classroom/group together. You should have one page, or one set of stapled pages, for each classroom/group in the program.
3. At the top of the first page for each classroom/group, list the program's name and address, the date you completed the form, the classroom/group the form is for, and the caregiver(s) for that classroom.
4. In the first three columns list the first name, last name initial, and birth date of each child in the classroom/group, including part-time children.
5. In the fourth column, for each child write the word "Yes" if you have a complete Admission Form for that child which includes all of the information listed. If you have a form but it is not complete, write "Yes, incomplete." If you do not have an Admission Form for that child, write "No."
6. In the fifth column, write "Yes" if you have a completed Health Assessment for that child, and the form has been reviewed and initialed by the parent within the past 12 months. If you have a completed form, but it has not been reviewed and initialed by the parent in the past 12 months, write "Yes, not updated." If you do not have a completed Health Assessment for that child, write "No."
7. In the last column, write "Yes" if you have a completed transportation form signed by the parent giving you permission to transport that child. Write "No" if you do not have one. Write "N/A" if you do not transport children.
A program does transport children if at any time children leave the facility while under the program's care. This includes walking and driving to field trips and/or off-site activities, and walking or being driven to school.
8. Make additional copies if more pages are needed to include all of the children who attend your program.

Additional copies of this form and instruction sheet can be downloaded from the Child Care Licensing website at:

www.health.utah.gov/licensing